

MISSING PERSON INFORMATION GUIDES

REVISED NCIC MISSING/UNIDENTIFIED DATA COLLECTION GUIDES NOW AVAILABLE

Missing/Unidentified Person File Data Collection Entry Guides are now available as easy-to-use PDFs.

The CJIS Division's staff recently revised the guides that law enforcement agencies use to collect information on persons reported missing and persons or remains they are unable to identify. Agencies may then use this information to enter data into the Missing Person File or the unidentified Person File of the National Crime Information Center. The Guides are available as Portable Document Format (PDF) files on Law Enforcement Online (LEO), on compact disc (CD), and the BCI TAC web site.

The electronic version allows law enforcement personnel to pull up the guides on their computer screen in the form, then save or print the entire guide. Once the person entering the data has completed the form, he or she can reset the form with a click of a button. The data entry person may also print out blank copies of the entry guides to complete by hand. To access the interactive guides on LEO (Law Enforcement Online), go to: <http://home.leo.gov/lesig/cjis/programs/ncic/>. Agencies

The packets can also be found on the TAC web site, or BCI will send an agency the new revised guides on CD or packets. Please contact Gina by phone at (801) 965-4686 or by e-mail at gmcMahon@utah.gov

SCHOOL SHOOTING BIBLIOGRAPHY

LEO article: School Shooting Bibliography

Given the recent spate of school shootings in Pennsylvania, Colorado and Wisconsin, you may receive inquiries from state and local law enforcement about resources available to guide

their efforts to prevent, respond to and recover from acts of targeted school violence.

In the aftermath of the Dawson College shooting in Montreal in September 2006, the FBI Office of Law Enforcement Coordination (OLEC) worked with the International Association of Campus Law Enforcement Administrators (IACLEA) to create an electronic bibliography on targeted school violence resources.

Although FBI staff has not thoroughly vetted the bibliography, we nonetheless commend it to your use — it identifies public domain documents produced by reliable entities such as the U.S. Department of Education and the U.S. Secret Service.

Please note that an FBI monograph entitled, "The School Shooter: A Threat Assessment Perspective," is available under Reports and Publications at www.fbi.gov. The monograph was developed from the concepts and principles developed by the FBI's Critical Incident Response Group (CIRG), National Center for the Analysis of Violent Crime (NCAVC) in nearly 25 years of experience in threat assessment, ideas generated by a 1999 NCAVC symposium on school shootings, and in-depth review of 18 school shooting cases.

We hope this information is useful to you.

FBI Office of Law Enforcement Coordination (OLEC)

NCIC VALIDATIONS

In a few months BCI will begin to send out the monthly NCIC Validations by the FTP server *only*. Validations will be faxed or e-mailed only in extreme circumstances. If you are not already using an FTP program to access your validations, you need to begin doing so as soon as possible.

Any FTP program can be used to get your validations, but BCI is more familiar with the *FREE* programs of Security Express Lite and PSFTP. If you are not sure how to access and install an FTP server, please contact your IT department. The FTP programs can be downloaded from these sites.

Security Express Lite for Windows:
<http://www.bytefusion.com/download/index.htm>

PSFTP:
<http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html>

(You only need one FTP program, so don't download both of the above programs!)

Most justice courts in Utah have access to one of the above programs, so you may want to contact a few and get their opinion on the programs mentioned above.

Also, your agency's validations will soon be handled by your agency's Field Service representative. (See the following article) Any phone calls, e-mails, or faxes about your validations should be directed to your representative.

NEW FIELD SERVICES REPRESENTATIVES

Don't forget that we've made some changes to the areas that Field Services staff is in charge of! Now, with a few exceptions, the county you are in determines who your representative is; regardless of what type of agency you are.

We ask that you try to always contact your designated representative so that individual can become more acquainted with your agency and its unique needs and problems. However, if that individual is not available, please feel free to contact anyone in Field Services.

The new assignments are:

Salt Lake County agencies* (see exceptions below): Adrienne – 801-965-4497.

Box Elder, Cache, Davis, Morgan, Rich, Weber counties: Della – 801-965-4454

Beaver, Iron, Juab, Millard, Tooele, Utah, Washington counties: Holly – 801-964-4566.

Carbon, Daggett, Duchesne, Emery, Garfield, Grand, Kane, Piute, San Juan, Sanpete, Sevier, Summit, Uintah, Wasatch, Wayne counties: Chuck 801-965-4409.

*Salt Lake County Sheriff's Office
Della – 801-965-4454

*Salt Lake City PD – Holly – 801-964-4566

*DLD and ORS – Chuck – 801-965-4409

COMBINED REPORTING & ADDING DISPOSITIONS TO UCCH

COURTS: When you post your dispositions to DPS through the FTP server, not all of them get automatically attached to UCCH. Why is this?

Our computer specifications look for certain things before attaching a disposition to an arrest. One of the following criteria must be met before the disposition can be added to UCCH:

- ▶ OTN and SID match
- ▶ OTN and DOB match
- ▶ OTN and last name match
- ▶ SID and DOA match
- ▶ OTN and DOA match

There are also other edits in place. For instance, using an invalid NCIC code in your disposition will send the disposition into our "suspense file," where it must wait until it can be manually updated. Also, if we get the disposition before we get the arrest, the disposition will have to sit around and wait until the arrest arrives!

BCI currently has one and a half million dispositions in our "suspense" file that are waiting to be manually added to UCCH!

NCIC ENTRIES AND PHOTOS

We're pleased to see more agencies attaching photos to their NCIC entries! Thanks to all of you for working to make NCIC better!

Don't forget that you can enter more than just mug shots! Fingerprints, photos of tattoos, scars, and signatures can also be added. Generic images of vehicles and boats may also be added. (Quick! What does a Sunbeam Alpine look like? Or a Sovam?)



Apparently, this is a Sovam.

SEND US CITATIONS!

COURTS! LAW ENFORCEMENT!

Have a criminal citation with a fingerprint on it? If so, PLEASE send that citation to BCI. *Especially* if the person was not booked into jail!

Information cannot be added to a UCCH rap sheet without a fingerprint. If an individual was cited, printed, and released, we will never be able to add the information to UCCH without that citation.

VALIDATE AND THOROUGHLY READ SWW AND NCIC WARRANTS!



Some of you may have already seen this headline on "The Tonight Show's" *Headlines* Segment.

Pretty amusing – unless it's your agency that made the mistake!

Law enforcement and courts need to ensure they're entering all available identifiers into each warrant they put on the system. Is the warrant for John Smith Sr. or John Smith Jr.? Enter any known scars, marks, or tattoos to help the officer! (Courts – the "comments" field can be used to enter scars, marks and tattoos.) Make sure all numeric identifiers are correct.

NCIC warrants must undergo a second party check. Doing a second party check on a statewide warrant wouldn't hurt either!

If you get a "hit" on NCIC or SWW, please read through the hit thoroughly before making a decision to arrest. If more than one person is using the same social security number, you may wind up with the situation like the one in the headline above.

Following proper SWW and NCIC procedures not only decreases agency liability, it keeps you from being laughed at by the entire nation!

UCR/IBR INFORMATION

UCR Audit

Utah's UCR program was audited in May and we have received the results from the FBI. Overall Utah received good reviews concerning data quality in the UCR program.

The auditors did find that offenses were not being classified according to the UCR/IBR definitions. Definitions for crimes may not always follow the state statutes or NCIC codes; therefore, if you have a question about classifying an offense, the offense definitions are in the UCR Handbook or the UCR Handbook, NIBRS Edition. The UCR Handbook can be downloaded from www.bci.utah.gov. The NIBRS Edition may be obtained by contacting Mary Ann Curtis at 801 965-4812.

Full Time Law Enforcement Employee Forms

It's that time of the year again when we send out the Full Time Law Enforcement Employee forms. These forms must be filled out and returned to BCI by November 16, 2006.

New NIBRS Agencies!

The Ogden City Police Department and the Washington City Police Department have certified as NIBRS participants for Utah. This means that both agencies have submitted 4 months of data with an error rate of 4% or less. Congratulations to both of these agencies!



MISSING PERSONS

CHANGES TO AMBER ALERT ACTIVATION (UAA) SCREEN

Note to all users:

BCI has made a couple of minor changes to the UAA - Utah AMBER Alert transaction screen.

First, when entering the victim data users can enter a date of birth AND/OR the age of the victim. If the exact DOB is not known the UAA screen now allows an age to be entered either in lieu of or in addition to the date of birth.

Second, the screen now has a drop-down field that allows the agency to choose if the offender is

actually a "suspect" or a "person of interest." Such changes to the system will make it easier to make timely entries for the event.

Contact your TAC if you have any questions.

REGIONAL TRAINING PROGRAMS

Watch for the 2007 schedule to be posted in mid- to late October at <http://dept.fvtc.edu/ojjdp>

AMBER Alert Scenario-Based Training at Newsplex

Newsplex is a state-of-the-art scenario-based training facility that gives participants a unique hands-on experience dealing with various evolving incidents or unusual events. Newsplex is ideally situated to provide valuable learning experiences for broadcasters who are tasked with issuing or maintaining public AMBER Alerts. Newsplex is operated by the College of Mass Communications and Information Studies at the University of South Carolina in Columbia, S.C.

Newsplex training provides personal attention to participants through small group exercises, using state-of-the-art media convergence software and equipment. Unique training scenarios are based on actual AMBER Alert cases and are presented using computers and large screens. Participants are encouraged to make critical decisions based on information provided to them.

NCIC DENTAL IMAGE / INFORMATION REPOSITORY

National Crime Information Center (NCIC) Dental Image/Information Repository (NDIR)

In May of 2005, the Federal Bureau of Investigation's Criminal Justice Information Services Division approved the formation of the National Dental Image/Information Repository (NDIR) Pilot Project on Law Enforcement Online (LEO). This area will be used to house Missing, Unidentified and Wanted Person Dental Images. Agencies may submit and retrieve dental information in an effort to facilitate the analysis of reports generated by the National Crime Information Center (NCIC) Dental Enhancements to the Missing Person, Wanted Person and Unidentified Person files.

Purpose

NDIR's primary function is to provide a place for agencies to voluntarily house supplemental dental images in a web environment. This allows for ready retrieval of the information by qualified individuals performing dental comparisons between the Missing/Wanted Person files and the Unidentified Person files in NCIC.

NDIR also allows agencies to make sure their dental entries have been entered accurately and consistently with NCIC coding practices. These reviews will be done by an experienced forensic odontologist. Submitted records will be reviewed and compared to the information coded on the NCIC record. If discrepancies are noted, the agency will be contacted and advised of the errors. (When submitting records by e-mail, agencies may opt out of the review of records by the NDIR Review Panel.) Please contact Gina McMahon for further information at (801) 965-4686 or by e-mail at gcmcmahon@utah.gov

Participants: This 1-day training is available to the AMBER Alert coordinator, media representatives (television and radio), and Public Information Officer. Transportation and lodging will be provided for non-Federal employees. 2007 training dates posted at <http://www.amber-net.org>

AMBER ALERT TRAINING & TECHNICAL ASSISTANCE PROGRAM

This program offers a wide range of training and technical assistance to support enhancements of the AMBER Alert program nationwide. Targeted audiences include: Law enforcement professionals including crime scene personnel, first responders, and investigators, investigative personnel for law enforcement and other government-related child protection agencies, Law enforcement managers and executives, Law enforcement professionals from first responders to CEO's, local, state and federal prosecutors and prosecutor coordinators from every state. CART teams can include communications representatives, prosecutors, law enforcement, and other representatives that would be involved in serious child abduction. Program descriptions can be found at www.amber-net.org

Watch for the 2007 training schedule and locations by mid November.

FORWARD NEWS ITEMS TO: B.C.I., FIELD SERVICES, 3888 W 5400 S, BOX 148280, SALT LAKE CITY UT 84114-8280

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